



UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
FREEDOM OF INFORMATION ACT BRANCH
Washington, D.C. 20570

Via email

March 16, 2023

Re: FOIA Request NLRB-2023-000771

Dear Jana Walker (The Walt Disney Company):

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, received on February 7, 2023, in which you seek “all information related to” *Menard, Inc.*, Case No. 18-CA-300169. You assumed financial responsibility for the processing of your request in the amount of \$37.00.

We acknowledged your request on February 7, 2023. A member of the FOIA staff reached out to you by telephone on March 8, 2023 and by email on March 10, 2023, because your request did not include an assumption of fees sufficient to process all records requested in your FOIA request. In that message, you were notified that the processing of your request required the assumption of additional fees.

The FOIA, 5 U.S.C. § 552(a)(4)(A)(i), provides that each agency shall promulgate regulations specifying the schedule of fees applicable to the processing of FOIA requests. Under NLRB FOIA regulations, each request for records shall contain a specific statement assuming financial responsibility in full or to a specified maximum amount, for time which may be incurred in responding to the request. Further, a request for records will not be deemed received until a written assumption of fees is received. NLRB Rules and Regulations, Section 102.117(d)(2)(vi).

Because you have not responded to our telephone message, or email follow up, and given that our regulations require a written assumption of fees sufficient to cover processing the records as requested, we are closing your request.

This administrative closure is not an adverse determination. If you still wish to obtain these or any other NLRB records in the future, you may submit a new FOIA request that reasonably describes the records sought and includes a sufficient assumption of financial responsibility for the processing of your request.

You may contact Patrick Plummer, the Attorney-Advisor who processed your request, at 202-273-2999 or by email at patrick.plummer@nrlb.gov, as well as

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the Agency's FOIA Public Liaison, for any further assistance and/or to discuss any aspect of your request. The FOIA Public Liaison, in addition to the Attorney-Advisor, can further explain responsive and releasable agency records, suggest agency offices that may have responsive records, and/or discuss how to narrow the scope of a request in order to minimize fees and processing times. The contact information for the Agency's FOIA Public Liaison is:

Kristine M. Minami, FOIA Public Liaison
National Labor Relations Board
1015 Half Street, S.E., 4th Floor
Washington, D.C. 20570
Email: FOIAPublicLiaison@nrlrb.gov
Telephone: (202) 273-0902
Fax: (202) 273-FOIA (3642)

After first contacting the Agency, you may additionally contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001
Email: ogis@nara.gov
Telephone: (202) 741-5770
Toll free: (877) 684-6448
Fax: (202) 741-5769

Sincerely,

/s/ Synta E. Keeling

Synta E. Keeling
FOIA Officer